

**UNITED STATES PROBATION OFFICE  
District of Colorado  
1929 Stout Street  
Denver, Colorado 80294**

**EMPLOYMENT OPPORTUNITY**

Position Title: **U.S. PROBATION OFFICER**

Announcement Number 07-02-USPO

Opening Date: January 10, 2007

Closing Date: February 16, 2007

Grade: CL-25 step 1 to CL-28 step 61

Starting Salary Range: \$37,264 - \$87,880

Starting salary will be commensurate with qualifications

**Salary setting based upon Court Personnel System guidelines**

**Area of consideration:**

All Sources-State of Colorado

Current or Previous U.S. Probation/Pretrial Employees – Nationwide

This full-time position is located in the **Denver** office of the United States Probation Office for the District of Colorado. The incumbent conducts investigations, provides recommendations to the court, and supervises persons who have been charged with or convicted of federal crimes. Applicants should have a thorough knowledge of the Federal Probation System.

**REPRESENTATIVE DUTIES:**

Conducts investigations, prepares reports for the court and makes recommendations concerning the release or sentencing of individuals who have been charged with or convicted of federal crimes. The preparation of these reports may require interviewing defendants and their families; investigating the offense; investigating the prior criminal record and financial status of the defendant; and contacting law enforcement agencies, attorneys, victims, churches, and civic organizations. The purpose of these activities is to obtain information about the defendant's background; to assess risk; to assess the appropriateness of detention or release pending trial; to assess the probability of future criminal behavior; and to determine the amount of loss and the defendant's ability to pay monetary penalties, including restitution, fines and costs of prosecution. An integral part of the sentencing process is the interpretation and application of the U.S. Sentencing Commission guidelines and relevant case law.

Following disclosure of the presentence report to the parties, analyzes any objections and determines appropriate course of action. Such actions include resolving disputed issues and/or presenting unresolved issues to the court for resolution.

Presents bail or presentence reports and makes release or sentencing recommendations to the court. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and guideline applications. Serves as resource to the court to facilitate proper release decision or imposition of sentence.

Supervises defendants to maximize adherence to imposed conditions, reduce risk to the community, and provide correctional treatment. Maintains personal contact with defendants through office and community visits and by telephone. Investigates employment, sources of income, lifestyle and associates to assess risk and compliance. Detects evidence of substance abuse and takes appropriate action, which may include implementing necessary treatment or initiating revocation proceedings. Refers defendants to appropriate outside agencies for counseling, treatment, employment assistance and training. Evening and weekend work is required for supervision activities.

Initiates contacts with, replies to, and seeks information from organizations and persons such as the U.S. Parole Commission, Federal Bureau of Prisons, and attorneys concerning defendants' behavior and conditions of supervision. Detects and investigates violations and implements appropriate response. Reports violations of the conditions of supervision to the appropriate authorities. Prepares reports, which may include application of U.S. Sentencing Commission revocation guidelines. Makes recommendations for disposition. Testifies at court or parole hearings. Conducts preliminary interviews and other investigations as required. Maintains a detailed written record of case activity.

## **QUALIFICATIONS STANDARDS:**

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required for all probation officer positions.

## **SPECIAL REQUIREMENTS FOR PROBATION OFFICERS AND PROBATION OFFICER ASSISTANTS:**

If not already serving as a U.S. Probation/Pretrial Services Officer or Assistant, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

## **PHYSICAL REQUIREMENTS AND MAXIMUM ENTRY AGE:**

The duties of probation officers and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, hand, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a satisfactory prosthesis to compensate for the amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of the appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

- Previous or current federal employees should also submit a copy of their last performance evaluation and Notification of Personnel Action (SF50).
- If selected for an interview, applicants will be required to present copies of college transcripts.

If all materials are not received by the closing date, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

*Application forms are available from and should be returned to:*

Human Resources Division - District of Colorado

Announcement 07-02-USPO

1929 Stout Street, Suite C-102

Denver CO 80294

Telephone: 303-335-2494

Fax: 303-335-2495

On the web: [www.cod.uscourts.gov](http://www.cod.uscourts.gov)

### ***Information for Applicants***

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the applicants who responded to the original announcement without posting the position.

The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.

Only qualified applicants will be considered for this position. Employees of the U.S. Probation Office serve under "Excepted Appointments" and are considered "at-will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. Selected applicants must successfully pass an FBI fingerprint investigation.

Participation in the interview process will be at the applicants own expense and relocation expenses will not be provided.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Acceptable documentation includes a U.S. Passport, original or certified birth certificate issued by a state, country or municipal authority; a certificate of U.S. Citizenship, Alien Registration Card; and an authorized photo identification such as a state's driver's license, or U.S. Military identification card.

**The United States Probation Office for the District of Colorado is an Equal Employment Opportunity employer.**

***Employee Benefits***

- **Congressionally approved annual cost of living increase**
- **Accrual of annual and sick leave based on years of federal service**
- **10 paid federal government holidays per year**
- **Federal Employees Health Benefits program (FEHB)**
- **Federal Employees Retirement System (FERS)**
- **Thrift Savings Plan (TSP)**
- **Federal Employees Group Life Insurance program (FEGLI)**
- **Flexible Benefit Program / Commuter Benefit Program**
- **Court furnished RTD-EcoPass/Guaranteed Ride Home Program (Subject to available funding)**
- **Savings Bonds**
- **Federal Employees Group Long Term Disability program (Federal First)**
- **Long Term Care Insurance Programs**
- **Employee Assistance Program (EAP)**
- **Work Injury Benefits (Federal Workers Compensation)**

